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JAC Recruitment Singapore

## PR/095628 | Operations Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1552499

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 14:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

A Singapore-based shipping company involved in the management and operation of marine vessels, primarily bulk carriers. They provide ship management services including crew management, technical support, and regulatory compliance to ensure safe and efficient vessel operations.

### Responsibilities:

#### Daily checking

- PIC for 2-3 ships (8KT - 13KT) chemical and Oil
- Check and manage of the vessels schedule and carrying cargo conditions (temp, tank pressure, etc.)

### Communication

- Communicate with the related agents and port line-up and update vessels to estimate the port schedules
- Send the vessel's daily itinerary to the related charterers and brokers
- Liaise with the staff at Tokyo Office for ships Japanese port schedule
- Periodical check-ups with the ship management (inhouse) company about vessels inspection schedules (SIRE/CDI)
- Feedback to the chartering PIC of the vessel's stowage and schedules

#### Voyage planning

- The chartering PIC will update the status for working cargoes (COA and spots)
- Plan the initial vessel stowage plan
- Plan the vessel's rotation, cargo operation sequence, tank cleaning plans of specialty cargoes
- Request to vessel side to counter check the stowage plan, rotations, cleaning hours to the next employment
- Supply arrangement (Bunker, detergents, f/w, cleaning related chemical)

#### Troubleshoot and Emergency contacts

- Manage and communicate with the ship manager in case of any issue arose during the voyage and port operation of the vessel

#### Visiting vessel and ports

- Make a periodical visit to the ship when she is in Singapore
- Occasionally to have a business trip to overseas ports for cargo operation attendance and visiting the local port agents

#### Document filings

- Upload the port documents, B/Ls into the common voyage files
- Input the data for vessels voyage charter base calculation
- Agency appointments through DA-Desk system, approving the PDA/FDA amount
- Demurrage calculation and follow up
- Any other ad-hoc duties assigned

#### Requirements:

- Mature, positive attitude, good character/personality
- Any of the below experience is eligible to apply for the role:
  - Boarding Officer experience
  - Dry Bulk or container shipping operations experience
  - Ship brokers operations experience
  - Liquid maritime logistics service at trading company
- Previous experience specifically in chemical tanker shipping operations
- 1-2 years of working experience in a similar operations role in marine industry

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Company Description